

## **Intellectual Property Reporting Form**

## INTELLECTUAL PROPERTY REPORTING FORM

**Instructions:** You are required to complete one or more sections of this form when:

- (1) Disclosing a subject invention, including anticipated uses and sales (*if so, please complete Sections A, B, and G*);
- (2) Reporting publications, manuscript submissions, or other public disclosures concerning a subject invention (*if so, please complete Sections A, C, and G*);
- (3) Electing (or declining) to retain title to a subject invention (*if so, please complete Sections A, D, G, and H*);
- (4) Disclosing the filing or termination of patent applications on a subject invention (*i.e.*, patent applications disclosing or claiming a subject invention). Patent disclosures must be made for filing the following patent applications:
  - An initial domestic patent application (*if so, please complete Sections A, E, G, and H*);
  - A domestic divisional or continuation patent application (*if so, please complete Sections A, E, and G*);
  - A domestic continuation-in-part application (*if so, please complete Sections A, D, E, G, and H*); and
  - One or more foreign patent applications (*if so, please complete Sections A, E, and G*).
- (5) Discontinuing prosecution of a patent application, maintenance of a patent, or defense in a patent reexamination or opposition proceeding, regardless of jurisdiction (*if so, please complete Sections A, E, and G*);
- (6) Requesting an extension of time to:
  - Elect (or decline) to retain title to a subject invention (*if so, please complete Sections A, F, and G*); and
  - File an initial domestic or foreign patent application (*if so, please complete Sections A, F, and G*).

***If additional space is required to complete any fields, please append additional pages to this form.***

Please submit your completed, signed form to [INSERT SALESFORCE CONTACT]. Alternatively, you may report Items 1-4 via the iEdison system

(<https://s-edison.info.nih.gov/iEdison/>). Items 5-6 must be reported to DOE only by submitting this form.

### **SECTION A. GENERAL INFORMATION**

**Organization:**

**Project Title:**

**Award / Contract No.:**

**Have you previously disclosed to DOE the subject invention prompting this notification/reporting action?**

Yes

☐

No

☐

**If yes, please provide DOE "S" Number:**

## **SECTION B. INVENTION DISCLOSURE (Items 1-10)**

1. Provide a descriptive title of the subject invention in less than 10 words.
2. Provide a detailed description of the problem the subject invention overcomes.

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3. Provide a detailed technical description of the subject invention (include examples and sketches).  
Explain any terms of art used.

- 
4. List all prior art references known to you, and attach a copy of each reference (except for U.S. patents and published patent applications) to this form.

7. To the extent known, describe anticipated use(s) of the subject invention by the Government, industry, and end users (both foreign and domestic). If no anticipated use(s) of the invention are known, please state that.

- 
8. Describe planned sales of the subject invention. If no sales of the subject invention are currently planned, please state that.

**9. Provide the following for each contributor to the subject invention.**

<b>Name:</b>	<b>Employed By:</b>	<b>Division / Office:</b>
<b>Home Address:</b>		<b>Location / Mailstop:</b>
<b>Citizenship:</b>	<b>Office Phone:</b>	<b>Email Address:</b>
<b>Specific Contribution:</b>		

<b>Name:</b>	<b>Employed By:</b>	<b>Division / Office:</b>
<b>Home Address:</b>		<b>Location / Mailstop:</b>
<b>Citizenship:</b>	<b>Office Phone:</b>	<b>Email Address:</b>
<b>Specific Contribution:</b>		

<b>Name:</b>	<b>Employed By:</b>	<b>Division / Office:</b>
<b>Home Address:</b>		<b>Location / Mailstop:</b>
<b>Citizenship:</b>	<b>Office Phone:</b>	<b>Email Address:</b>
<b>Specific Contribution:</b>		

**10. Facts pertaining to the subject invention.**

<b>Date of Conception by Inventor(s):</b>	<b>At:</b>	
<b>Date of First Sketch or Drawing:</b>	<b>Recorded in: Notebook No.:</b>	<b>Page Nos.:</b>
<b>Read and Understood by:</b>	<b>On:</b>	
<b>Date of First Written Description:</b>	<b>Recorded in: Notebook No.:</b>	<b>Page Nos.:</b>
<b>Read and Understood by:</b>	<b>On:</b>	
<b>Date of First Model or Test Unit:</b>	<b>Recorded in: Notebook No.:</b>	<b>Page Nos.:</b>
<b>Read and Understood by:</b>	<b>On:</b>	
<b>Date of First Written Disclosure to Public:</b>	<b>At:</b>	
<b>Date of First Oral Disclosure to Public:</b>	<b>At:</b>	
<b>First Use Date:</b>	<b>At:</b>	

### **SECTION C. PUBLICATION & OTHER PUBLIC DISCLOSURE (Items 11-13)**

- |   |                                 |                                |  |
|---|---------------------------------|--------------------------------|--|
| 11. Have any publications been issued that describe the subject invention?                | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | If yes, please identify the publication and date:                    |
| 12. Have any manuscripts describing the subject invention been submitted for publication? | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | If yes, please identify to whom manuscripts were submitted and when: |
| 13. Have any other public disclosures of the subject invention been made?                 | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | If yes, please describe the disclosure(s) and identify the date(s):  |

### **SECTION D. ELECTION OF TITLE (Item 14)**

- |  |                                  |                                |   |
|--|----------------------------------|--------------------------------|---|
| 14. Do you elect to retain title to the subject invention? | Yes*<br><input type="checkbox"/> | No<br><input type="checkbox"/> | Undecided**<br><input type="checkbox"/> |
|--|----------------------------------|--------------------------------|---|
- If yes, please list all countries in which you intend file patent applications for the subject invention:

*\* If you mark "yes," you must complete section H as well.*

*\*\* If you mark "undecided," you remain responsible for complying with applicable title election deadlines*

### **SECTION E. PATENT APPLICATIONS (Items 15-17)**

- |  |                                 |                                |   |
|--|---------------------------------|--------------------------------|---|
| 15. Have you filed a patent application with the U.S. Patent and Trademark Office on the subject invention identified in section A or B of this form?? | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | If you checked "Yes", please complete the fields immediately below. |
|--|---------------------------------|--------------------------------|---|

Title of Patent Application:

Patent Application Serial No:

Filing Date :

Patent Number:

Issue Date:

16. Have you filed a patent application within foreign jurisdictions on the subject invention identified in section A or B of this form?

Yes No

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If yes, please complete the fields immediately below and attach patent application.

Jurisdiction:

Patent Application Serial No:

Filing Date:

Patent Number:

Issue Date:

Jurisdiction:

Patent Application Serial No:

Filing Date:

Patent Number:

Issue Date:

17. Have you discontinued any of the following actions?

Yes No

- ☐ Prosecution of a patent application on the subject invention identified in section A or B of this form
- ☐ Maintenance of patent fees for a patent on the subject invention identified in section A or B of this form
- ☐ Defense of patent reexamination or reexamination proceedings related to a patent on the subject invention identified in section A or B of this form

☐☐☐☐☐☐

If yes to any of the above, please complete the fields immediately below.

Jurisdiction:

Original Filing Date:

Patent Application Serial No/Patent No.:

Date of Discontinuation:

## **SECTION F. EXTENSION REQUESTS (Item 18)**

18. Please indicate the category for which you are requesting a reporting/disclosure extension.

- ☐ I'm requesting an extension of time to elect (or decline) to retain title to the subject invention identified in section A or B of this form.
- ☐ I'm requesting an extension of time to file an initial domestic or foreign patent application on the subject invention identified in section A or B of this form.

Please justify your request:

**SECTION G. SIGNATURE BLOCK (Items 19-20)****Instructions:**

- ☐ All inventors of a subject invention disclosed in Section B must complete Item 19, below.
- ☐ An authorized representative must complete Item 20 below on behalf of your organization.
- ☐ Where requested, signatures may be made manually or electronically.

**19. Signatures for Subject Invention Disclosure**

Signature of Inventor(s):	Date:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**20. Signature of Authorized Representative**

*I certify that I have the authority to approve, and I do so hereby approve, the submission of this completed form on behalf of the organization named below to the U.S. Department of Energy.*

**Authorized Representative (Typed)** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Organization** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_

**Email** \_\_\_\_\_

**Date** \_\_\_\_\_

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## **SECTION H. CONFIRMATORY LICENSE**

**Title of Invention:**

**Inventor(s):**

**Patent Application Serial No:**

**Filing Date :**

**Patent Number:**

**Issue Date:**

**Name of Organization:**

**DOE Award / Contract No.:**

The named Organization has reported the above-identified invention as a Subject Invention to DOE and has elected to retain title thereto.

This document is confirmatory of (1) the nonexclusive, nontransferable, irrevocable, paid-up, world-wide license in this subject invention, patent application, and any resulting patent (including any continuation, divisional, reissue, or supplemental application thereof) to practice or to have practiced for or on behalf of the United States throughout the world; (2) all other rights acquired by the Government through the intellectual property provisions of the above-identified contract/award; and (3) all intellectual property, licensing, and manufacturing requirements agreed to in the above-identified contract/award.

It is understood and agreed that this license does not preclude the Government from (1) asserting rights under the provisions of the above-identified contract/award or any other agreement between the Government and the named Organization, or (2) asserting any other Government rights with respect to the above-identified subject invention.

The Government is hereby granted an irrevocable power to inspect and make copies of the above-identified patent application.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

**Authorized Representative's Name and Title (Typed)** \_\_\_\_\_

**Authorized Representative's Signature** \_\_\_\_\_